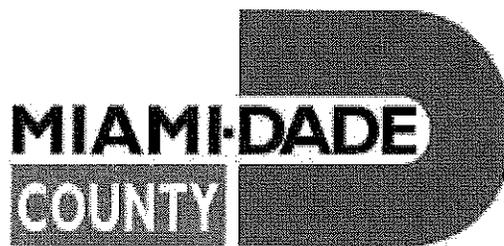


**Solicitation FB-00343**

**ANIMAL IDENTIFICATION MICROCHIPS AND RELATED  
PRODUCTS**

**Solicitation Designation: Public**



**Miami-Dade County**

# Solicitation FB-00343 ANIMAL IDENTIFICATION MICROCHIPS AND RELATED PRODUCTS

Solicitation Number **FB-00343**  
Solicitation Title **ANIMAL IDENTIFICATION MICROCHIPS AND RELATED PRODUCTS**

Solicitation Start Date **In Held**  
Solicitation End Date **Apr 6, 2016 6:00:00 PM EDT**  
Question & Answer End Date **Mar 31, 2016 11:00:00 AM EDT**

Solicitation Contact **Roma Campbell**  
**305-375-3233**  
**rcamp@miamidade.gov**

Solicitation Contact **Allan M Garcia**  
**305-375-5650**  
**ALLANGM@miamidade.gov**

Contract Duration **See Bid Documents**  
Contract Renewal **Not Applicable**  
Prices Good for **See Bid Documents**

Solicitation Comments **The purpose of this Invitation to Bid is to establish a contract for the purchase of Animal Identification (I.D.) Microchips, including related products and database registry services, in conjunction with the needs of Miami-Dade County's Animal Services Department (ASD).**

### Item Response Form

Item **FB-00343--01-01 - ANIMAL IDENTIFICATION MICROCHIPS AND RELATED PRODUCTS**

Quantity **23000 each**

Unit Price

Delivery Location **Miami-Dade County**  
No Location Specified

Qty 23000

#### Description

ITEM  
ESTIMATED ANNUAL QUANTITY: 23,000

134.2 kHz Microchips kits, inclusive of related equipment and database services as described herein

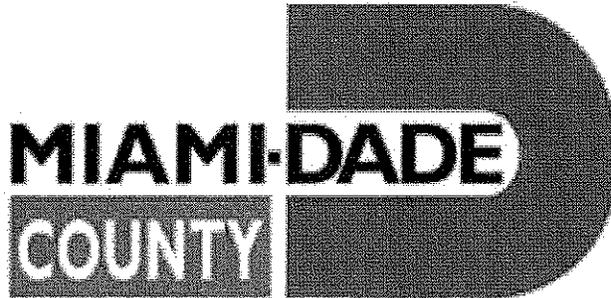
UNIT PRICE: \$ \_\_\_\_\_

BID NO.: FB-00343

OPENING: 6:00 PM

ANIMAL IDENTIFICATION MICROCHIPS AND RELATED PRODUCTS

Apr 6, 2016



MIAMI-DADE COUNTY, FLORIDA

I N V I T A T I O N  
T O B I D

TITLE:

ANIMAL IDENTIFICATION MICROCHIPS AND RELATED PRODUCTS

BIDS WILL BE ACCEPTED UNTIL 6:00 PM

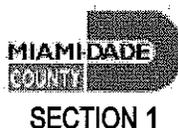
ON Apr 6, 2016

FOR INFORMATION CONTACT:

Roma Campbell 305-375-3233 rcamp@miamidade.gov

IMPORTANT NOTICE TO BIDDERS/PROPOSERS:

- READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.
- THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.
- FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.

**GENERAL TERMS AND CONDITIONS:**

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These general terms and conditions are considered non-negotiable.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r15-5.pdf>

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**NOTICE TO ALL BIDDERS/PROPOSERS:**

Electronic bids are to be submitted through a secure mailbox at BidSync ([www.bidsync.com](http://www.bidsync.com)) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at [www.bidsync.com](http://www.bidsync.com) within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

**PLEASE NOTE THE FOLLOWING:**

No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance

with all specifications contained in the solicitation electronically.

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**SECTION 2 - SPECIAL TERMS AND CONDITIONS****2.1 PURPOSE**

The purpose of this Invitation to Bid is to establish a contract for the purchase of Animal Identification (I.D.) Microchips, including related products and database registry services, in conjunction with the needs of Miami-Dade County's Animal Services Department (ASD).

**2.2 TERM OF CONTRACT**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for thirty five (60) months and upon completion of the expressed and/or implied warranty periods.

**2.3 METHOD OF AWARD**

Award of this contract will be made to the responsive, responsible Bidder who submits an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. If a Bidder fails to submit an offer on all items, its overall offer may be rejected. The County will award the total contract to a single Bidder.

**2.4 PRICES**

If the Bidder is awarded a contract under this solicitation, the prices proposed by the Bidder shall remain fixed and firm during the term of the contract.

**2.5 ADDITIONAL ITEMS**

Although this solicitation and resultant contract identifies specific items and services to be provided, it is hereby agreed and understood that additional items and/or services may be added to this contract at the option of the County. The successful Bidder under this contract shall be invited to submit price quotes for the additional items and/or services. If the quote is determined to be fair and reasonable, then the additional items and/or services will be awarded to the current Bidder. The County may determine to obtain price quotes for the additional items and/or services from other Bidders in the event that fair and reasonable pricing is not obtained from the current contracted Bidder, or for other reasons at the County's discretion.

**2.6 BACK ORDERS MUST BE FILLED WITHIN (10) CALENDAR DAYS**

If the Bidder cannot deliver an ordered item in accordance with the scheduled delivery date due to a current existing backorder of that item with the Bidder's manufacturer or distributor, the Bidder shall insure that such back orders are filled within ten calendar days from the initial scheduled delivery date for the item. The Bidder shall not invoice the County for back ordered items until such back orders are delivered and accepted by the County's authorized representative. It is understood and agreed that the County may, at its discretion, verbally cancel back orders after the grace period identified in this paragraph has lapsed, seek the items from another Bidder, and charge the incumbent Bidder under this contract for any re-procurement costs. If the Bidder fails to honor these re-procurement costs, the County may terminate the contract for default.

**2.7 DELIVERY SHALL BE SEVEN (7) DAYS AFTER DATE OF ORDER**

The Bidder shall make deliveries within seven (7) calendar days after the date of the order. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the Bidder(s); except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the Bidder. In these cases, the Bidder shall notify the County of the delays in advance of the original delivery date so that a revised delivery schedule can be appropriately considered by the County.

Certain County employees may be authorized in writing to pick-up materials under contract. Bidders shall require presentation of this written authorization and shall maintain a copy of the authorization. If the Bidder is in doubt about any aspect of material pick-up, Bidder shall contact the appropriate user department to confirm the authorization.

**2.8 SHIPPING TERMS: F.O.B. DESTINATION**

All Bidders shall quote prices based on F.O.B. Destination and shall hold title to the goods until such time as they are delivered to, and accepted by, an authorized County representative at the Miami-Dade Animal Services Department.

**2.9 PACKING SLIP/DELIVERY TICKET**

Bidders shall enclose a complete packing slip or delivery ticket with any items to be delivered in conjunction with this bid solicitation. The packing slip/ delivery ticket shall be attached to the shipping carton(s) which contain the items and shall be made available to the County's authorized representative during delivery. The packing slip /delivery ticket shall include, at a minimum, the following information: purchase order number; date of order; a complete listing of items being delivered; and back-order quantities and estimated delivery of back-orders if applicable.

**2.10 ACCEPTANCE OF PRODUCT BY THE COUNTY**

The product(s) to be provided hereunder shall be delivered to the County and maintained if applicable to the contract, in full compliance with the specifications and requirements set forth in this solicitation. If the Bidder provided product is determined to not meet the specifications and requirements of this solicitation, either prior to acceptance or upon initial inspection, the item will be returned at Bidder expense to the Bidder. At the County's own option, the Bidder shall either provide a direct replacement for the items or provide a full credit for the returned item. The Bidder shall not assess any additional charges for any conforming action taken by the County under this clause.

### SECTION 3 – TECHNICAL SPECIFICATIONS

#### 3.1 SCOPE OF WORK

The purpose of this solicitation is to purchase Animal Identification Microchips, related items and database registry services, for pet registrations facilitated by the County's Animal Services Department (ASD).

#### 3.2 GOODS / SERVICES TO BE PROVIDED

##### A. Microchips

1. Shall use 134.2 kHz frequency as approved by the U.S. Department of Agriculture (USDA).
2. Kits shall include one (1) sterile single-use disposable syringe with microchip ready for implanting with minimum of four (4) peel-and-stick pre-printed labels with the unique alpha-numeric ID with standard UPC markings.
3. The alpha-numeric ID shall not exceed fifteen (15) characters
4. Shall have a minimum operating life of twenty-five (25) years from date of implant
5. Shall be passive powered (scanner activated)
6. Shall not be affected by x-rays

##### 1. Sterile single-use injector system including but not limited to

2. Injector system with locking mechanism to prevent retraction of microchip when injected into the animal.
3. International Standards Organization (ISO) compliant 134.2 kHz microchip
4. One collar tag and ring with corresponding microchip number and identifying information

##### B. Scanners

A minimum of forty (40) Radio Frequency Identification (RFID) scanners shall be provided at no cost to the County, to meet operational needs. Delivery of 20 scanners must be within the first 90 days and the remaining 20 throughout the term of the contract as needed by the department

1. Shall be capable of bi-directional swiping/reading ("forward and backward")
2. Rechargeable lithium-ion battery powered
3. Capable of reading 125 kHz, 128 kHz and 134.2 kHz frequencies
4. Audio confirmation of successful microchip read
5. Repairs, loaners or replacements shall be provided within five (5) business days at no cost to the County.
6. For aggressive animals, an additional coil on a waterproof, flexible extension arm that is bite resistant is required as an option to the standard scanner.

##### C. Database Registry Services

1. Free lifetime registration of all brands and frequencies of microchips - The capability to register any competitor's microchip in the registry database. Different chips may have different frequencies (radio frequencies or RFID), this has no bearing on registration.
2. Free online microchip lookup tool -The vendor must have an online application through which a microchip number can be researched, this will increase the likelihood of lost pets being restored to their owners

3. Capacity to Increase Registration - Capacity to increase the number of microchips registered, this can be accomplished by offering free lifetime registration of competitor's microchips (see #1 above)
  4. Awarded Bidder shall provide and maintain pet registration data for all microchips implanted by ASD - The vendor shall maintain a database of ASD microchipped animals for ease of reunification with the owner in the event the pet becomes lost or is stolen
  5. Shall be compatible with the animal shelters "Chameleon" database to allow for automatic exporting/importing of data
  6. Initial registration data shall, at a minimum remain available to ASD for the life of the animal in the event the owner fails to renew registration with the successful Bidder.
  7. Database shall be accessible at a minimum via online or mail, 24 hours per day, 7 days per week, 365 days per year (24/7/365)
  8. Database shall be refreshed monthly to reflect all activity including but not limited to; new registrations, returns and re-adoptions
  9. ASD must have recovery or registry service access 24/7/365
  10. Technical support shall be available at a minimum during regular business hours Monday to Friday, 8:00 a.m. to 5:00 p.m. with live customer support
- D. Operational Costs
1. Initial registration shall be at NO COST to pet owners or the County. Subsequent annual registration and/or optional services may be at the pet owner's expense.
  2. Cost of operating, maintaining the database and purchase of microchips must be included in the price quoted



**Miami-Dade County  
Procurement Management Services  
Solicitation Submittal Form**

111 NW 1<sup>st</sup> Street, Suite 1300, Miami, FL 33128

Solicitation No. FB-00343		Solicitation Title: ANIMAL IDENTIFICATION MICROCHIPS AND RELATED PRODUCTS		
Legal Company Name (include d/b/a if applicable): <input style="width:90%;" type="text"/>		Federal Tax Identification Number: <input style="width:90%;" type="text"/>		
If Corporation - Date Incorporated/Organized: <input style="width:90%;" type="text"/>		State Incorporated/Organized: <input style="width:90%;" type="text"/>		
Company Operating Address: <input style="width:90%;" type="text"/>		City <input style="width:90%;" type="text"/>	State <input style="width:90%;" type="text"/>	Zip Code <input style="width:90%;" type="text"/>
Remittance Address (if different from ordering address): <input style="width:90%;" type="text"/>		City <input style="width:90%;" type="text"/>	State <input style="width:90%;" type="text"/>	Zip Code <input style="width:90%;" type="text"/>
Company Contact Person: <input style="width:90%;" type="text"/>		Email Address: <input style="width:90%;" type="text"/>		
Phone Number (include area code): <input style="width:90%;" type="text"/>	Fax Number (include area code): <input style="width:90%;" type="text"/>	Company's Internet Web Address: <input style="width:90%;" type="text"/>		

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.

Place a check mark here only if the Bidder has such conviction to disclose to comply with this requirement.

**LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that has a valid Local Business Tax Receipt, issued by Miami-Dade County; has a physical business address located within the limits of Miami-Dade County from which business is performed; and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

Place a check mark here only if affirming the Bidder meets the requirements for Local Preference. **Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.**

**LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:** For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County or Broward County in accordance with the Interlocal Agreement between the two counties.

Place a check mark here only if affirming the Bidder meets requirements for the Locally-Headquartered Preference (LHP). **Failure to complete this certification at this time (by checking the box) may render the vendor ineligible for the LHP.**

The address of the Locally-headquartered office is:

**LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE CERTIFICATION:** A Local Certified Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

Place a check mark here only if affirming the Bidder is a Local Certified Veteran Business Enterprise. A copy of the certification must be submitted with the bid.

**SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (if Applicable)**

An SBE/Micro Business Enterprise must be certified by Small Business Development for the type of goods and/or services the Bidder provides in accordance with the applicable Commodity Code(s) for this Solicitation. For certification information contact Small Business Development at (305) 375-2378 or access <http://www.miamidade.gov/business/business-certification-programs.asp>. The SBE/Micro Business Enterprise must be certified by the solicitation's submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE program during the contract may remain on the contract.

Is your firm a Miami-Dade County Certified Small Business Enterprise? Yes  No

If yes, please provide your Certification Number:

**SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST:**

By executing this bid through a duly authorized representative, the Bidder certifies that the Bidder is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the Bidder is unable to provide such certification but still seeks to be considered for award of this solicitation, the Bidder shall execute the bid response package through a duly authorized representative and shall also initial this space: . In such event, the Bidder shall furnish together with its bid response a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The Bidder agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the Bidder is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) DAYS FROM DATE SOLICITATION IS DUE.**

Bidder's Authorized Representative's Signature.

Date

Type or Print Name

**THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF THE BIDDER TO BE BOUND BY THE TERMS OF ITS OFFER. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY RESPONSE THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.**



**FAIR SUBCONTRACTING PRACTICES**

In compliance with Miami-Dade County Code Section 2-8.8, the Bidder/Proposer shall submit with the proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors.

NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

Signature

Date



### Miami-Dade County

### Contractor Due Diligence Affidavit

Per Miami-Dade County Board of County Commissioners (Board) Resolution No. R-63-14, County Vendors and Contractors shall disclose the following as a condition of award for any contract that exceeds one million dollars (\$1,000,000) or that otherwise must be presented to the Board for approval:

- (1) Provide a list of all lawsuits in the five (5) years prior to bid or proposal submittal that have been filed against the firm, its directors, partners, principals and/or board members based on a breach of contract by the firm; include the case name, number and disposition;
- (2) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has defaulted; include a brief description of the circumstances;
- (3) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has been debarred or received a formal notice of non-compliance or non-performance, such as a notice to cure or a suspension from participating or bidding for contracts, whether related to Miami-Dade County or not.

All of the above information shall be attached to the executed affidavit and submitted to the Procurement Contracting Officer (PCO)/ AE Selection Coordinator overseeing this solicitation. The Vendor/Contractor attests to providing all of the above information, if applicable, to the PCO.

Contract No. :  **Federal Employer Identification Number (FEIN):**

Contract Title:

Printed Name of Affiant Printed Title of Affiant Signature of Affiant

Name of Firm Date

Address of Firm State Zip Code

**Notary Public Information**

Notary Public – State of \_\_\_\_\_ County of \_\_\_\_\_

*Subscribed and sworn to* (or affirmed) before me this \_\_\_\_\_ day of, \_\_\_\_\_ 20\_\_

by \_\_\_\_\_ He or she is personally known to me or has produced identification

Type of identification produced \_\_\_\_\_

\_\_\_\_\_  
 Signature of Notary Public Serial Number

\_\_\_\_\_  
 Print or Stamp of Notary Public Expiration Date Notary Public Seal